

1/8/07

**FREDERICK COUNTY COMMISSION ON AGING
BOARD OF DIRECTORS MEETING
JANUARY 8, 2007**

ATTENDEES:

<u>Members:</u>	<u>Excused</u>	<u>Unexcused:</u>	<u>Guests:</u>
Sue M. Adams	Collier Baird		Robert Wannemacher
William P. Allen, PhD	Dorothy Egbert	Ona M. John Kile	Carol Haag, Volunteer
Earl S. Beck, PhD	Bernice Sewell		Frederick RSVP
Mary S. Bevard-Cline, Rec. Sec.	Charles A. Jenkins,		Mia Brust, DoA
Rae Ann Butler	Commissioner		Sabrina Massett, DoA
Harold A. Ehart, Jr., Chair			Nena Tierney, DoA
Judy P. Hallman, Vice Chair			Sharon Lynn, DoA
Lloyd Hoover			
Alan E. Imhoff, Alderman			
Louise Lynch			
Margaret Nusbaum			
Burt Shawver			
Susan Shelton			
Anna Mary Snyder			
Carolyn True			

- I. **Call to Order** – Hal Ehart, Chair, called the meeting to order at 1:00 pm.
- II. **Welcome & Introductions** – Hal Ehart welcomed all attendees and introductions/affiliations were then made.
- III. **Approval of Minutes** – The minutes of the December 11, 2006 meeting were approved on a motion by William Allen and seconded by Rae Ann Butler. All were in favor.
- IV. **Commissioner's Comments** – No report
- V. **Election of Officers** – Earl Beck indicated that his committee met and recommend Hal Ehart to continue as Chair, which was seconded by Burt Shawver. All were in favor. Mr. Beck and his committee recommend Judy Hallman as Vice-Chair, which was seconded by Lloyd Hoover. All were in favor. Mr. Beck indicated that they have been having some difficulty in obtaining new members. There are currently two vacancies as a result of Dorothy Egbert moving to Oklahoma and Melva Harris moving to Washington County. He indicated that Louise Lynch supplied several names for consideration by the nominating committee. He reminded members to submit a letter to Joyce Grossnickle of their intent to continue serving as a member of the CoA Board.

Hal Ehart reviewed the annual meeting attendance report that is submitted to Joyce Grossnickle. The report was circulated for members' review/approval prior to submitting. It was reiterated that the official bylaws indicate members must attend at least 75% of all meetings and must not have three unexcused absences in a 12-month period. Having three unexcused absences may result in the member being asked to resign. An excused absence requires prior notification to the Chair of the Commission or her/his designee two (2) business days before the regular meeting of the Commission. Exceptions may be made at the discretion of the Chair of the Commission for extenuating circumstances that may arise.

VI. Update about Department of Aging Programs -

A. Meals on Wheels Program - Sabrina Massett apologized for being late as she was involved with an emergency situation. She described the scenario in that the volunteer delivering the MOW's was not able to make contact with the client. When this happens, protocol is that they are to contact the office for follow-up in making contact with the client's emergency contact person. The daughter was not able to get in touch with her Mother and, as a last resort, called Sabrina and requested that the volunteer try to gain access to her Mother's apartment. Sabrina and the Hood College Intern, Kate, went to the client's home, rapped on the bedroom window and received a response from the client. They called 911 and the emergency response personnel were able to gain access via the bedroom window. Sabrina indicated that this client is not safe to be alone. She was transported to the hospital. Sabrina stated that this situation epitomizes the MOW program and its daily contact with seniors.

Sabrina reported that we currently have approximately 130 clients and the numbers continue to increase.

Sabrina is currently working with the Animal Welfare League (AWL) who is volunteering to provide food for senior's pets. We are currently serving 1 parrot, 2 dogs and several cats. She will be revising the intake application form to include asking if there is a pet in the home of the senior being served. Tomorrow there will be a staged photo session of a therapy dog to be used in the development of a website for the AWL in requesting assistance to help defray vet costs for seniors. After a brief discussion, it was agreed the CoA would take on this project in working with local Veterinarians to provide pro-bono services to senior's pets. Louise Lynch will spearhead this project with the assistance of Earl Beck and report at the next meeting.

Sabrina discussed the Angels at Wal-Mart Christmas program in that there were many donations that allowed gifts to be provided not only to the clients in the AERS and Guardianship programs; but also to the MOW clients. The knitting club made hats, scarves and gloves for the seniors. The Girl Scouts made breakfast baskets for distribution.

Sabrina indicated that the Work Release Center is the newest vendor for the MOW program. There are 3 routes served from this site. The food is prepared at this location, following dietary guidelines. Currently, we partner with Carroll County in serving clients in Mt. Airy. We hope to serve clients in the Urbana, Ijamsville and Monrovia areas from the Urbana Senior Center.

Sabrina received a call from Sam's Club advising her they were donating \$1,000 for the MOW program based upon an employee of Sam's Club whose mother is served by MOW.

Sabrina is currently working on the application process for 5013C non-profit status.

March is Meals On Wheels (MOW) month via a Proclamation by the BOCC. The 5K walk is scheduled for March 10, 2007. The Shepherd College nursing students are going to assist with this project. It was noted that this program is 98% volunteer driven. They use their own vehicles and seldom request any gas mileage reimbursement even with the increased cost of gas.

March 22, 2007 is scheduled for the Mayor's for Meals day. The mayors will deliver MOW's on that date as well as participate in dining at one of the facilities with the seniors.

Louise Lynch requested Sabrina obtain baskets like the ones used at the grocery stores for the Detention Center to aid in transporting food.

Sabrina indicated that we are now using re-useable trays in lieu of the aluminum disposable trays, which are microwave/freezer/dishwasher safe. Each client was initially provided with two sets of re-useable trays. They return one set upon the receipt of their next meal delivery. This will result in an overall savings in avoiding the use of a consumable product verses a re-useable one.

B. Update on Medicare Part D – Sharon Lynn made the Commission aware that she is the Senior Health Assistance Program (SHIP) Coordinator and works closely with Melanie Bryan. Medicare Part D – open enrollment was from 11-15-06 to 12-31-06. There were 140 scheduled appointments and 30 without appointments. Several volunteers also assisted with the process. All Senior Centers, with the exception of Urbana, assisted as well. A letter was sent to the Department of Social Services and Social Security Administration from Carolyn True advising staff that appointments were required in addressing senior's Medicare needs. It was noted that, with the purchase of a new lap top computer, staff were able to go to the homes of clients who could not get into the office.

Melanie Bryan, Program Specialist, indicated that as Information and Assistants (I & A), she and Sharon are the entry point for seniors in helping them to make informed choices for their life. They are referred to appropriate agencies such as Medicaid, Energy Assistance, Tax Credits, Renters Tax Credit, and homeowner needs, etc. Both do follow-up to ensure that seniors' needs were met. Melanie made the board aware that the 2006 Resource Directory for Older Adults, their Families and Caregivers, otherwise referred to as the "Blue Book", is now available on the department's web page.

Melanie discussed the "Re-building Together" program where volunteers and local companies donate time and/or money to help seniors refurbish their homes. This was once referred to as "Christmas in April". There were 20 applications submitted of which 6 were chosen for this program. Volunteers adopt a house to make necessary repairs that will allow seniors to age in place in their homes. It is usually held on the last Saturday of April. Sometimes there are 100 people working on 1 house at a time painting, making roof repairs, replacing door or windows, replacing siding, installing handicapped ramps, making repairs due to water damage, landscaping, etc.

Melanie discussed the Accessible Housing for Seniors, which is a program through the Housing and Community Development Agency. This is a pilot program that is State funded for \$500,000. Seniors are allowed to make a 0% interest loan on their home, which will be paid back at the sale or transfer of the property. We have received 2 applications thus far. The interest free loans allow senior homeowners to make improvements to their homes so they can stay in their homes. We are looking into advertising this program at the tax office to aid in soliciting information to seniors. The Community Action Agency also writes grants, which would assist seniors to age in place.

Another area of great need in this community is for in-home health aides and transportation for seniors.

Melanie made the board aware of a situation regarding a call for assistance in obtaining repairs to a private driveway due to road repairs. She contacted the Frederick County Roads Department and was able to get the necessary repair made so the senior's car would not drag when then entered or exited their driveway. She had another lady call requesting help in repairing her bed as it had collapsed and she was afraid it would fall on her cats. Melanie questioned if there were any takers present that would like to assist with this request? There were no volunteers.

C. Guardianship Program - Mia Brust introduced herself and advised the board she has been the Guardianship Coordinator for 6 years. She works with seniors 65 and older who are incapable of making decisions on their behalf. The Frederick County Department of Aging is court appointed to assist these seniors to insure personal well-being and with end of life decisions. Currently, there is a caseload of 17 clients serving seniors ranging in age from 65 to 106 years old. We have had as many as 23 clients at one time. Most clients are in assisted living or long-term care facilities and suffer from mental dementia, long term disabilities, etc. We have a fiduciary duty to report to the courts the condition of these clients. There are quarterly board reviews that make the recommendation to the Circuit Court for continuance of guardianship duties. Mia indicated that

you get to know these people and you almost become their family. You are a surrogate decision maker. Earl Beck questioned the legalities in regards to this program? Mia reiterated that these are court appointed cases of seniors that need someone who will act on their behalf regarding health care, and personal property issues to ensure the outcome is in the best interest of the senior. Burt Shawver questioned if Hospice is involved in this process? Mia indicated they are and are a great resource to provide extra support to the client. She further stated that Guardianship takes away a person's civil rights because they are no longer permitted to make certain decisions on their own. There are 2 certificates required in helping determine a court's decision regarding implementation of Guardianship.

Mia discussed the "How to Be a Santa for a Senior Program" which was done with "Home Instead."

- VII. **Director's Report** – Carolyn True discussed the fire that occurred at the Taney Village Apartment on 12-26-06 at 4:45 pm. The Division of Fire and Rescue requested the use of the Frederick Senior Center as an emergency staging area to house the seniors that were displaced as a result of this fire. Approximately 20 seniors had to be relocated to the Fairfield Inn on Rt. 85, as their apartments are inhabitable at this time. We used the DoA department's vans to help transport seniors from Taney Village to our building. This brought to light the need for a van that is wheel chair accessible as our existing van is not. Those seniors had to be transported via ambulance. The American Red Cross was instrumental in keeping track of seniors brought in, their whereabouts, disseminating information to families, etc. We had 60 seniors on site that needed assistance in relocating to temporary housing.

The TTY Program worked but there is a need to become more familiar with this process. This was definitely a learning experience and was an eye opener in observing and determining what needs to be in place, i.e. telephone numbers, trash bags, keys, etc. that are readily available at a moments notice. We will be working on these issues.

Meals were served in our dining room several days for approximately 20 seniors. MOW's were also delivered to those establishments that were temporarily housing the displaced seniors from Taney Village.

Rae Ann Butler questioned the whereabouts of the disaster plan for Taney Village? Carolyn indicated that they have one but it is in need of being updated.

Margaret Nusbaum thanked Carolyn True and Linda McGinnes for their quick response and thoroughness in addressing the immediate needs during this disaster. Margaret made the board aware that she is the Frederick County

Shelter Officer. She received the initial call and then, in turn, contacted Carolyn True. The county plan is in review for any additional revisions that may be needed.

Carol Haag questioned the status of Partners In Care? Carolyn indicated that a paid coordinator, Emily Kilby would be starting later this month. She will be on site 5 days a week. She will be provided with office and administrative support, will be working directly with community providers in getting the word out regarding this program.

Carolyn discussed a question that was raised at one of the senior centers regarding the offering of prayer before meals. She made the board aware that a letter was sent advising of the need to be sensitive to everyone's religious convictions and that quiet time should be offered instead of a public prayer. As a result of this letter, she received a cryptic response from one participant regarding this decision. Carolyn questioned the board if she had over stepped her bounds? After discussion, the board agreed that Carolyn handled the situation very well and there should be no other follow-up required.

Carolyn thanked the DoA staff for their presentations and their commitment to serving the seniors of our community.

Hal questioned if the MOW program had a waiting list? Sabrina indicated that the list is very small – 1 or 2 in waiting. This usually is as a result of someone needing the service in an area that just cannot take on the additional workload.

Sue Adams made the board aware of the Gerontology program, which is included in the FCC catalog.

Robert Wannemacher distributed fliers for the upcoming 30th Annual United Seniors of Maryland State Legislative Rally 2007 to be held on January 23, 2007. He provided his telephone number, 301-662-0384, and requested anyone interested in attending this rally to contact him directly. Cost is \$11.00 in advance and \$13.00 at the door, which includes a continental breakfast and lunch. The rally is being held at the Francis Scott Key Auditorium, St. John's College, Annapolis, MD from 8:15 am to 2:30 pm. He urged the board members to seriously consider taking time to attend this rally, as Frederick County's representation last year was very poor.

Rae Ann Butler indicated that the Strategic Planning meeting will be held today immediately following this board meeting.

Burt Shawver and Anna Mary Snyder met with Denise Mott at Homewood regarding the annual CoA luncheon. Said luncheon will be held on May 14, 2007 at 12:00 noon and will include a buffet style lunch, soups, salads,

dessert, podium, sound system and will cost \$10.00 per person. He requested that everyone mark your calendars for this event. Carolyn questioned if he had anyone lined up as the speaker? Burt indicated he has not secured a speaker at this time. Carolyn requested that ideas regarding a speaker be brought to the February meeting for discussion/consideration.

The meeting adjourned at 2:30 pm.

NEXT MEETING: February 12, 2007, 1:00 pm at the Frederick County Department of Aging, 1440 Taney Avenue, Frederick, MD 21702. Please mark your calendars.

Respectfully submitted,

Mary S. Bevard-Cline,
Recording Secretary